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Chapter:	Placing Children	
Subject:	Case Review Committee Referrals	Page 1 of 4
Approved:	Cynthia K. Walcott, Deputy Commissioner	Effective: 5/17/2011 Final
Supersedes:		Dated:

Purpose

This policy and procedure is established to clarify the process and criteria for placement of youth in the custody of the Commissioner of the Department for Children and Families (DCF), Family Services Division who are in need of an intensive residential setting.

Definition

*The **Case Review Committee (CRC)*** is a sub committee of the statutorily required State Interagency Team consisting of members from the Department of Education; the Department of Mental Health; the Department for Children and Families; the Division of Disability and Aging Services; and the Vermont Federation for Children's Mental Health. The CRC was established to provide assistance to local teams to develop appropriate Coordinated Services Plans for children when intensive residential treatment is being considered.


Policy

The Case Review Committee (CRC) will review all applications for admission to all in state and out of state intensive residential programs for youth in the custody of the Commissioner of the Department for Children and Families.

Referral to the Case Review Committee

The youth's child and family support team is comprised of the youth/child (if appropriate), parents, other family members, foster parents, representatives of education, representatives of mental health, DCF social worker, youth/child's guardian ad litem, current treatment providers and other relevant parties.

The team will hold an Coordinated Service Planning meeting to review the treatment needs of the youth which will include consideration of past placements and relevant evaluations. The team will discuss whether or not the youth needs a higher level of care than can be provided in a community setting.

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If a higher level of care is necessary, the social worker will include the Coordinated Service Plan (CSP) in the CRC referral packet. The CSP shall include the relevant signatures to indicate agreement that residential placement options should be considered.

The referral packet, completed by the social worker and mailed to the Client Placement Specialist, shall include:

- Cover letter with summary of specific issue(s) to be addressed;
- Complete Coordinated Service Plan (CSP) document;
- Residential referral signature page;
- Psychological/ Psychiatric evaluations and/or other pertinent information with current social/emotional/behavioral and intellectual ability;
- Current Individual Education Plan (IEP), and most recent comprehensive evaluation;
- Relevant medical records, including a list of current medications;
- Discharge summaries of previous placements;
- Disposition reports; and
- Current case plan.


An incomplete referral packet will delay the case presentation to the Case Review Committee.

Client Placement Specialist Review

The Client Placement Specialist will review the packet and contact the sending social worker to discuss the referral and request additional documentation or information if necessary.

The Client Placement Specialist will consider the youth's treatment needs which may include delinquent or criminal behavior, substance use issues, trauma and/or abuse history, medical needs, cognitive ability, mental health needs, placement history or any combination of the above before making recommendations for intensive residential placement.

The Client Placement Specialist may recommend alternative programs or resources to be considered instead of, or prior to, the referral being brought to the Case Review Committee.

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DCF Referrals for Intensive Residential Placement

The DCF representative will accept referrals for children or youth in DCF custody when:

- the youth is under the age of 18 at the time of referral;
- a higher level of care is indicated by the youth's behavior;
- specific needs cannot be addressed in a community level of care; and/or
- continued placement in a community based setting would pose a risk to the youth's safety or the safety of the community; and/or
- the youth consistently refuses outpatient or community based services.

The DCF representative will not accept referrals for children or youth when:

- the youth is not in DCF custody; or
- is not at least five years old; or
- will not be able to complete the program due to age; or
- does not demonstrate behaviors or treatment needs that indicate a need for a higher level of care.

If a district director would like CRC to consider exceptions to the above referral criteria he/she will submit the request in writing to the Residential Services Manager.

Notification


After a case has been presented to the Case Review Committee, the Client Placement Specialist will notify the sending DCF social worker, in writing, of the programs that were approved for consideration. The social worker may contact and send a referral packet to any or all of the identified intensive residential programs.

If a case is not approved by the Case Review Committee, the Client Placement Specialist will notify the sending DCF social worker in writing of the reasons CRC did not determine that the youth's treatment needs required a higher level of care.

Referral Process and Placement

When a youth is approved for intensive residential care, the social worker will notify the Client Placement Specialist of the following events:

- The acceptance of a youth by the program and the anticipated placement date.

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- The refusal of a program to accept a youth. The Client Placement Specialist will discuss the reasons for non-acceptance with the social worker.

If the youth is refused by all approved programs, The Client Placement Specialist will bring the case back to CRC for further discussion and new recommendations. The sending social worker will again receive notification of CRC's decision.

If a sending social worker disagrees with CRC's recommendations, the Family Services district director may appeal the decision in writing to the Family Services Residential Services Manager. The appeal should outline additional information or factors that should be considered. The Residential Services Manager will decide if the case should be returned to CRC for further consideration or recommend an alternative process for resolution.

Social Worker Tasks

- Convene youth's child and family support team.
- Hold a Coordinated Services Planning meeting to review the treatment needs of the youth
- If a higher level of care is necessary, complete the appropriate Coordinated Service Plan (CSP) paperwork.
- Submit completed referral packet to the Client Placement Specialist.
- Contact and send a referral packet to any or all of the identified intensive residential programs.
- Notify the Client Placement Specialist of the anticipated placement date.
- If sending social worker disagrees with CRC's recommendations, he/she may request that Family Services district director appeal the decision in writing to the Family Services Residential Services Manager.

Client Placement Specialist Tasks

- Contact the sending DCF social worker to discuss the referral.
- Notify the sending DCF social worker in writing of the CRC's decision.
- Bring necessary cases back to CRC for further discussion and new recommendations.
- Help social workers explore alternative options if CRC does not approve placement request.